

ODP-0-1634
8 December 1980

MEMORANDUM FOR: Chief, Regulations Control Division, OIS
FROM : [REDACTED]
Chief, Management Staff, ODP
SUBJECT : Proposed Revision of [REDACTED], Promotion,
DRAFT A (Job #9260)
REFERENCE : Your Memo, Same Subject, dtd. 19 Nov. 80

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The Office of Data Processing concurs with the proposed
revision of [REDACTED] Promotion, DRAFT A.

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cc: Members MZ Career Board
Chairmen, ODP Career Sub Panels
C/AS
PO/AS/ODP

STATINTL ODP/MS/EEB:JAL/[REDACTED] (8DEC80)

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19 November 1980

MEMORANDUM FOR: Deputy Director for National Foreign Assessment
 Deputy Director for Science and Technology
 Deputy Director for Operations
 Comptroller
 General Counsel
 Legislative Counsel
 Inspector General

25X1A

FROM:

[REDACTED]
 Chief, Regulations Control Division
 Office of Information Services

SUBJECT: Proposed Revision of [REDACTED], Promotion, DRAFT A
 (Job #9260) (U)

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FOR YOUR CONCURRENCE OR COMMENTS:

1. The attached proposed revision was initiated by the Office of Personnel Policy, Planning, and Management to incorporate pertinent parts of an Executive Committee policy statement regarding the Agency Personnel Evaluation System. (U)

2. Please forward your concurrence or comments to the Regulations Control Division by 11 December 1980. A concurrence sheet is attached for your convenience. Any questions may be directed to [REDACTED]
 [REDACTED] (C)

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Attachments:

- A. Concurrence Sheet
 B. Proposed Revision of [REDACTED]

25X1A

cc: AO/DCI OF
 AO/RMS-CTS OL
 SSA/DDA OMS
 D/IS OPPM
 OC OS
 ODP OTE

WARNING NOTICE - INTELLIGENCE
 SOURCES AND METHODS INVOLVED

DERIVATIVE CL BY 018131
 REVIEW ON 19 NOVEMBER 2000
 DERIVED FROM A9c.5.2

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PERSONNEL

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21. PROMOTION

SYNOPSIS. This regulation sets forth policy and responsibilities governing promotion of General Schedule Agency personnel. It also provides a list of annual and semiannual dates established for the promotion of employees in grades GS-06 and above.

a. GENERAL. The provisions of this regulation apply generally to the promotion of all personnel below Senior Intelligence Service (SIS) Pay Level 4, and specifically to promotion of personnel to grades up to and including GS-15. ~~Specific policy and procedures concerning SIS personnel are covered elsewhere in these regulations.~~ The provisions of this regulation do not apply to the promotion of employees who occupy positions compensated in accordance with Wage Classification Schedules.

b. POLICY. Heads of the Career Services comparatively ~~evaluate~~ all personnel below SIS-4 for promotion ^{/evaluate/} at least annually. Promotion is based on merit, and eligibility for promotion is determined by certifying that an employee is qualified to undertake higher level responsibilities. All Career Services use a personnel evaluation board or panel system to conduct the comparative evaluation and to

→ determine promotion eligibility. Uniform personnel evaluations board and panel precepts will be prescribed for use Agency-wide. Among the precepts governing the performance of these functions are the following:

(1) At the option of the Career Service, annual or semiannual evaluation and promotion exercise schedules
→ are established Agency-wide for promotion to grade GS-07

(CONTINUED ON PAGE 2.)

and above. Employees in grades GS-05 and below may be evaluated for promotion at any time the Head of the Career Service considers it appropriate, but at least annually.

➤ (2) The primary mechanism for determining promotion eligibility is comparative evaluation of employees in a particular grade and/or a particular career discipline. The elements to be considered in making assessments concerning the quality of performance and demonstrated capability to assume greater responsibilities are: the range and variety of an individual's knowledge, skills, and ability; appraisal of on-the-job performance; performance in tasks ~~which~~ ^{/that/} may be already at a higher level of responsibility than present grade; display of personal qualities that would support satisfactory performance at a higher level; and an overall evaluation of ability to perform at a higher level of responsibility either in the same function or a different function which may include supervisory or staff responsibilities.

➤ (3) The Head of a Career Service may establish separate areas of competition within that service to differentiate ^{/ among /} various career disciplines.

(4) Personnel serving on assignment outside their own component or outside the Agency must receive equal consideration for promotion with personnel not so assigned.

(5) The bases for promotion of employees ranked among those eligible are: comparative ranking, the number of employees who may be promoted within grade ceiling constraints, the specific comparison of qualified individuals against positions to be filled, and time-in-grade.

(6) Employees whose evaluation suggests that they will be exceptional performers at higher levels of responsibility are not constrained by time-in-grade guidelines if they are otherwise qualified for advancement.

(7) Promotions are limited to one grade advancements. Exceptions to this policy are made only when the Director of Personnel Policy, Planning, and Management (D/PPPM) determines, upon recommendation of the Head of the Career Service concerned, that exception is justified.

(8) The regulation pertaining to personal rank assignment [REDACTED] is observed. /1/

(9) ~~The Director of Personnel Policy, Planning, and Management~~ does not process requests for promotion of employees without a current Performance Appraisal Report prepared in accordance with the schedule in [REDACTED] approved exceptions to the schedule, or a more recent report prepared in response to other requirements. STATINTL

(10) Boards and Panels recommend promotions to Heads of Career Services or Sub-Groups as appropriate. Exceptions to their recommendations on promotions to GS-15

are approved by the DCI or DDCI. Exceptions on promotions to GS-14 and below are approved by the Head of the Career Service. D/PPPM is informed of all exceptions.

(11) Promotion recommendations are not made on Performance Appraisal Reports.

(12) Career Services retain for at least five years the formal results of their boards and panels.

(13) Career Services retain for at least one year the working papers of their boards and panels.

(14) Career Services publish how the personnel evaluation procedures incorporate the elements specified in paragraph b(2). D/PPPM reviews such procedures to ensure that they conform to Agency regulations and policies.

c. RESPONSIBILITIES

(1) SUPERVISORS. Supervisors at all levels are responsible for providing career boards and panels with performance appraisals necessary to perform the comparative evaluation process. Supervisors may, if authorized by the Career Service, make promotion recommendations to such boards or panels in accordance with the procedures of the Career Service.

(2) HEADS OF CAREER SERVICES. Each Head of a Career Service is responsible for:

(a) Providing any expansion to the CIA general evaluation factors which may be developed to distinguish

→ performance criteria unique to the Career Service.

(b) Establishing appropriate Career Boards and Career Panels. /c/ /b/
/c/ /p/

(c) Ensuring that the principle of comparative evaluation is followed as established by regulation and where extended by Career Service policies.

(d) Determining competitive areas in the Career Service.

→ (e) Forwarding the promotion requests to the ~~Director of Personnel Policy, Planning, and Management~~ for authentication in accordance with the provisions of this regulation.
/// // // //

(3) DIRECTOR OF PERSONNEL POLICY, PLANNING, AND MANAGEMENT. The ~~Director of Personnel Policy, Planning, and Management~~ is responsible for:
/// // //

(a) Ensuring compliance with this regulation by continuous review of the Agency's comparative evaluation and promotion program.

(b) Reviewing all promotion requests and approving promotion actions that conform to the provisions of Agency regulations.

d. UNIFORM PROMOTION SCHEDULE. Career Services have the option to promote employees on either an annual or semiannual schedule in accordance with the grade and date structure listed below:

PROMOTION TO THE NEXT GRADE

(Effective First Pay Period in Month)

Current		
<u>Grade</u>	<u>Annual Option</u>	<u>Semiannual Option</u>
GS-15 and above	July	January
GS-14	September	March
GS-13	November	May
GS-12	December	June
GS-11	January	July
GS-10	February	August
GS-09	February	August
GS-08	May	November
GS-07	May	November
GS-06	June	December
GS-05 and below	UNSCHEDULED	

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